



SOLICITATION NUMBER: 72027821R10013
ISSUANCE DATE: July 05, 2021
CLOSING DATE/TIME: July 26, 2021
11:59 p.m. Amman local time

SUBJECT: Solicitation for a **Resident Hire United States Personal Service Contractor (USPSC - Local Hire)**

Dear Prospective Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Amman Jordan, is seeking applications from qualified individuals to provide personal services under contract as described in this solicitation.

Applications must be in accordance with **Sections I through VIII** of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application materials for their records.

This solicitation in no way obligates USAID/Jordan to award a Personal Services Contract (PSC) nor does it commit USAID/Jordan to pay any cost incurred in the preparation and submission of the applications.

Any questions must be directed in writing to the Point of Contact specified in point 10 Section I General Information.

Sincerely,

Jennifer Scott

Digitally signed by Jennifer
Scott
Date: 2021.07.05 15:06:00
+03'00'

Jennifer Scott
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72027821R10013
- 2. OPEN TO:** **All interested U.S. Citizens (Resident Hire)**
Resident Hire U.S. Personal Services Contractor means a U.S. citizen or resident alien who, at the time of contract award, – (i) resides in the cooperating country for reasons other than U.S. government or non-U.S. government employment, or under any contract or other arrangement, that provides repatriation to the U.S.; or (ii) is a spouse or dependent of a U.S. citizen or resident alien who resides, or will reside, in the cooperating country for the purpose of U.S. government or non U.S. government employment, or under any contract or other arrangement that provides repatriation to the U.S.
- 3. ISSUANCE DATE:** July 05, 2021
- 4. CLOSING DATE/TIME:** July 26, 2021 11:59 p.m. Amman Local Time
- 5. POSITION TITLE:** Development Assistant
USAID/Jordan Offices
- 6. PERIOD OF PERFORMANCE:** The base period will be for One Year. Based on Agency need, the Contracting Officer may exercise (an) additional option period(s) for Two years. Contracts will not exceed three years in Total.
- 7. MARKET VALUE (SALARY PER ANNUM):** **USD46,083– USD59,907** equivalent to **GS-09**
In accordance with AIDAR Appendix D and the General Services (GS) Scale. Final compensation will be negotiated within the listed market value (Salary).
- 8. PLACE OF PERFORMANCE:** Amman, Jordan
- 9. SECURITY LEVEL REQUIRED:** HSPD-12 Facility Access level US
Government Security Clearance
- 10. POINT OF CONTACT:** All questions should be directed to:
ammanresumesusaid@usaid.gov

11. STATEMENT OF DUTIES

USAID/Jordan has an immediate vacancy for Two Development Assistant positions at the United States Agency for International Development USAID Jordan Mission. The incumbents' placement within the USAID Jordan Mission will be coordinated by the Front Office and the Executive Office based on the Mission's needs, and the qualification and the experience of the incumbent. The work schedule is 40 hours per week and the workweek is Sunday-Thursday.

The USAID Mission to the Hashemite Kingdom of Jordan has been working to improve the quality of life for the Jordanian people for more than 50 years. Recently, the Mission has seen significant growth in many of its program areas and now has one of the largest portfolios of any USAID Mission in the world. USAID Jordan assistance is provided in six main objective areas including democracy and governance, economic growth, water resource development, energy, education reform, and health, as well as humanitarian assistance stemming from the Syria crisis.

Given this rapid growth as well as the development and humanitarian assistance challenges facing the Jordan Mission in the coming year, USAID Jordan has an urgent need for Development Assistants who will support the development and implementation of Mission programs across various offices.

Each Development Assistant will be responsible for supporting USAID/Jordan's programs and operations in one of the five technical offices (Water Resources and Environment; Economic Growth and Energy, Education and Youth, Democracy, Rights and Governance, and Population and Family Health); or in one of the five support offices (Executive, Financial Management, Program, Contracting, and in the Front Office in support of the Mission Director and Deputy Mission Directors).

The incumbents' placement within the USAID Jordan Mission will be coordinated by the Front Office and the Executive Office based on the Mission's needs, and the qualification and the experience of the applicant. The incumbent may spend significant time working directly with various USAID implementing partners at the field level to design, implement, monitor, and evaluate development projects and initiatives under the direction of the Assistance or Contract Officer's Representative (AOR/COR).

Major duties and responsibilities:

Communications and Outreach:

The incumbent works closely with the Development Outreach and Communications (DOC) team in the Program Office to research and respond to inquiries from both inside and outside the Agency concerning effective and efficient processes of documents, Agency policies, and best practices on key topics and emerging issues.

The incumbent will participate in outreach and representation, including VIP visits and events in Jordan. This responsibility will include assistance with events hosted by the Ambassador and/or USAID/Jordan Mission Director. S/he will write and develop briefing materials, reports, and other needed documentation related to events such as speeches, opening/closing remarks, and presentations.

The incumbent will work with Office Directors, team leaders and staff in drafting, reviewing and editing official documents, social media posts, press releases, speeches, Mission Orders, and other written documents for proper language, logical flow, and applicable consistent regulations, references and authorities. This will include high-level documents that will be presented to high-level contacts and require the Mission Director's signature, such as the USAID Administrator, ambassadors, and Government of Jordan officials. The incumbent may be placed within the USAID Front Office, serving as a staff assistant to manage the flow of documents and information per the needs of the Mission Director and Deputy Mission Director. In this role, s/he may be tasked with significant writing and editing assignments.

Knowledge Management and Research:

The incumbent will support the collection of targeted data from across the USAID/Jordan portfolio. This may include data from the Office of Middle East Program (OMEP) Regional Office and other USG agencies in Jordan and USAID/Washington. S/he will strengthen linkages and cross-sectoral collaboration among

USAID projects and between Development Objective Teams through analyses related to the relevant programmatic area – including analyzing and assessing host country development challenges, opportunities, needs and priorities, and assessment of the activities of other donors; and help incorporate findings into project approaches and interventions.

Monitoring, Evaluation, and Learning:

The incumbent may serve as monitoring and evaluation staff in his/her assigned office. S/he will be required to contribute to the development and implementation of activity monitoring and evaluation plans, coordinating tasks with the AOR/COR, the Program Office, the Monitoring Evaluation and Learning Activity, and implementing partners. Moreover, the incumbent will participate in designing and implementing baseline surveys, situational analyses, needs assessments, lessons learned reviews, mid-term evaluations, and final evaluations to assess and learn from project implementation. This will require occasional time in the field and travel around the country. The incumbent will analyze performance data, and develop and revise action plans, ensuring that data are incorporated into the program design to improve performance and increase program impact. S/he will work with AOR/CORs to provide information and documentation that will satisfy USAID reporting requirements of the Mission's Front Office, the Ambassador, USAID Washington, and other stakeholders like the U.S. Congress.

The incumbent also will collaborate with his/her Office Director and the Mission's monitoring and evaluation specialists, the Gender Team Leader, the Mission's Environmental Officer, and others to ensure that their input is incorporated into each program (i.e., cross-sectoral collaboration, monitoring and evaluation principles, incorporating lessons learned and findings from previous experiences, gender analysis, gender-sensitive approaches and indicators, and environmental compliance requirements). S/he will ensure results are recorded in the Mission's performance management information system – DevResults – in close coordination with AORs/CORs and the Program Office.

S/he also assists with drafting input for various Mission reports to Congress, including, but not limited to, the performance plan and report, and the operational plan. This responsibility will involve data collection, analysis, interpretation and will involve ad hoc research on development issues and best practices.

Project Design:

The incumbent is an essential member of USAID's Development Objective Teams, contributing to the design and implementation of multi-million-dollar projects. S/he will be required to combine his or her first-hand knowledge of relevant development contexts with USAID's policies to help formulate projects that contribute to the larger cooperation strategy defined in the Country Development Cooperation Strategy. S/he must be familiar with, and apply existing analysis and best practices, along with his or her experience, in the project design process. Specifically, USAID/Jordan is looking for the incumbent to use his or her experience in Jordan or other developing/middle income country contexts to broaden the range of implementing options considered during the design process.

As part of a design team, the incumbent will represent the technical office on an integrated, diverse, cross-Mission team. In this role, the incumbent must effectively collaborate to design technically sound activities that also meet USAID's policy and programmatic standards. After participating in the elaboration of project design documentation, the incumbent will also present design options to the Office Director and the Front Office, answering questions and providing clarification to USAID/Jordan's senior staff.

Supervisory Relationship:

The incumbent will be supervised by the Office Director or his/her designee within his or her assigned office.

Supervisory Controls:

This is a non-supervisory position.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

13. AREA OF CONSIDERATION

To meet basic eligibility requirements, the applicant must be a U.S. Citizen resident Hire. Resident Hire U.S. Personal Services Contractor means a U.S. citizen or resident alien who, at the time of contract award, – (i) resides in the cooperating country for reasons other than U.S. government or non-U.S. government employment, or under any contract or other arrangement, that provides repatriation to the U.S.; or (ii) is a spouse or dependent of a U.S. citizen or resident alien who resides, or will reside, in the cooperating country for the purpose of U.S. government or non U.S. government employment, or under any contract or other arrangement that provides repatriation to the U.S.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Applications will be initially screened for eligibility in accordance with the qualification criteria below. Applicants must address each criterion in their application in order to meet the below minimum qualifications for this position.

- a. **Education:** Bachelor's Degree from an accredited university. If the degree is not from a US University, the Contracting Officer may request a copy of the degree and or transcript.
- b. **Prior Work Experience:** The incumbent must have demonstrated a minimum of three years of progressively responsible experience in a developing middle-income country context or in Jordan, specifically in areas of development and/or humanitarian roles in an international setting.
- c. **Language Proficiency:** Level IV in both written and spoken English. The incumbent is required to possess professional level (university native language speaker) proficiency in both written and spoken English.

d. Knowledge, Skills and abilities:

The incumbent must have the following skills, knowledge and abilities:

- Basic knowledge and understanding of political, social, economic, and cultural structures.
- Excellent interpersonal skills and the ability to work within a team structure in a demanding environment, with capability of handling tasks with varying deadlines.
- Knowledge of development practices and priorities in the Middle East, in general and for Jordan, in particular.
- Knowledge of the United States foreign/national security policy implications for development assistance.
- Proficiency in specialized software, including G Suite, Windows 10, MS Office, and social media (i.e., Facebook and Twitter).

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with applicants in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of applicants with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of applications that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of applicants in the competitive range to the greatest number that will permit an efficient competition among the most highly rated applications. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Applicants who do not meet the minimum education and experience requirement will not be contacted. Applicants who meet the minimum education and experience requirement will be further evaluated based on the evaluation criteria mentioned below:

Applicants who do not meet the minimum education and experience requirement will not be contacted. Applicants who meet the minimum education and experience requirement will be further evaluated based on the evaluation criteria mentioned below:

1. Experience & Technical Knowledge (30%)
2. Language Proficiency (35%)
3. Skills and abilities (35%)

Total Points 100

At each step of the process, the Contracting Officer may establish a competitive range. Applicants' CVs will be evaluated, and the top-ranked applicants will be invited to take a written skills technical test, to further assess the candidate's qualifications of any of the evaluation criteria listed above as well as written English skills. Testing will be conducted in Amman, Jordan. Only the top-ranked applicants from the written skills test will be invited for an interview. USAID/Jordan Human Resources Office will conduct reference checks on top-ranked applicants. USAID/Jordan may use reference information obtained from other than the sources identified by the applicant and solicit additional information from references provided if the Contracting Officer finds the existing information to be insufficient for evaluating an applicant's performance.

IV. SUBMITTING AN APPLICATION (APPLYING)

To ensure consideration of application for the intended position, applicants must prominently reference the solicitation number in the application submission. Eligible applicants are required to complete and submit the following as a complete application package:

- a. Eligible offerors are required to complete and submit the offer form AID 309-2, "Offeror Information for Personal Services Contracts with Individuals," available at <https://www.usaid.gov/forms>
- b. Cover letter and current curriculum vitae (CV) or resume containing sufficient relevant information that respond to the requirements of the position (education/experience) in order to evaluate the application in accordance with the evaluation criteria; provide periods of performance where possible.

USAID will screen for nepotism/conflict of interest in determining successful candidacy. Applications must be received by the closing date and time specified in Section I, item 4, clearly referenced by the Solicitation number, and submitted to the ammanresumesusaid@usaid.gov

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer (CO) or his/her designee informs the successful applicant of his/her selection for a contract award, the CO or his/her designee will provide the successful applicant with instructions on how to complete and submit the required documents related to mandatory medical and security clearances. Upon completion of needed medical and security clearances, the selected applicant must start working on obtaining the necessary host government work permit and be ready to begin work within a reasonable period (60 days).

The incumbent must obtain the needed host government residency and work permit prior to joining USAID\Jordan. USAID\Jordan will only pay administrative fees associated with issuing residency and/or work permits associated with the USAID\Jordan work permit process. USAID\Jordan is not responsible for any fees and/or penalties associated with host government requirements and/or fees required to issue a residency and/or work permit.

Failure of the selected applicant to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next qualified/highest ranked applicant.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a Local Hire United States Personal Service Contract holder is normally authorized to receive the following benefits and allowances:

BENEFITS

- Employer's FICA Contribution,
- Contribution toward Health & Life Insurance,
- Pay Comparability Adjustment,
- Annual Increase (pending a satisfactory performance evaluation),
- Eligibility for worker's Compensation,
- Annual & Sick Leave.

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare, and applicable State Income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts With a Direct USAID Contracts with a Local Hire U.S. Personal Services Abroad” including **contract clause “General Provisions,”** available at: <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Cooperating Country National Personal Services Contracts (CCNPSC) available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>
5. **PSC Ombudsman**
The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/workusaid/personal-service-contracts-ombudsman>

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov